

Job Description

1. Job Title: DGM HR	Job No:
Direct supervisor:	Department:
2. Job Purpose	
The DGM HR is responsible for providing strategic leadership and overseeing all aspects of human resources management. This role encompasses recruitment, performance management, employee development, compliance, and fostering a positive workplace culture. By attracting and retaining top talent and aligning HR strategies with organizational objectives, the Head of HR plays a central role in driving the company's success.	
3. Dimensions	
Operating Budget:	No. of Staff:
Capital Expenditure:	Others:
4. Key Result Areas (Key Accountabilities)	
i. Provides strategic HR consultation to Senior Management and develops partnership in all areas of the organization	
ii. Stays abreast with the latest advancements in human resources globally and implements the best people management practices	
iii. Reviews organization structure in view of changes in business direction, new technology implications, organization business strategy etc. to drive efficiency and proposes changes.	
iv. Leads the development of all HR policies and frameworks for the organization including Succession Planning, Diversity and Inclusion, safeguarding policies, Compensation framework, etc.; Ensures policies and procedures are aligned with the strategic objectives	
v. Assists the Head of Operations in formulating and implementing Talent Acquisition & Talent Management strategy and framework	
vi. Prepares overall annual staffing requirements in consultation with all functional heads and ensures alignment with Business Strategy and Value for Money indicators	
vii. Oversees development of Job Description for new positions and ensures updation of existing Job Descriptions on an annual basis	
viii. Manages end-to-end recruitment process and ensures thorough competition is conducted for ensuring high quality resources are hired, recommends salaries of new hires in line with the approved compensation framework.	
ix. Coordinates with respective Team Leads to implement the Annual Performance Evaluation cycle as well as probationary evaluations. Keep track of employee performance. Oversee and manage a performance appraisal system that drives high performance	
x. Devises mechanism to attract and retain best talent by creation of a purpose driven culture built on core values of SML; Identifies and implements key initiatives for employee engagement and	

	satisfaction
xi.	Manages HR Operational matters including management of Cloud Based HRIS, Compensation and Benefit Administration, Employee Record Keeping, Health and Life Insurances and compliance with relevant authorities in line with Labor Laws of Pakistan
xii.	Responsible for ensuring of proper record keeping in the department, Management of HR Related Audits and reporting as well as management of an HR Dashboard for tracking all HR Metrics related to efficiency, value for money, diversity, etc
xiii.	Leads periodic engagement surveys i.e. Anonymous Pulse Survey and presents findings to MD.
5. Job Context:	
<p>The job holder has to:</p> <p>Provide Strategic Leadership: Lead the HR department in aligning HR strategies with the organization's goals and values.</p> <p>Attract and Develop Talent: Oversee recruitment and development processes to ensure the acquisition and growth of top talent.</p> <p>Cultivate Workplace Culture: Foster a positive and inclusive work environment in line with the company's values.</p> <p>Navigate Industry Trends: Stay informed about industry developments, regulations, and trends impacting HR.</p> <p>Drive Change and Innovation: Champion initiatives and programs to enhance HR operations.</p> <p>Enhance Employer Brand: Contribute to the reputation of the organization as an employer of choice.</p> <p>Lead a Skilled Team: Manage and develop the HR team to effectively execute HR strategies.</p> <p>Ensure Regulatory Compliance: Ensure HR practices adhere to legal and industry standards.</p> <p>Improve Performance: Implement performance management systems to drive productivity and growth.</p> <p>Promote Employee Engagement: Develop initiatives to boost employee morale and job satisfaction.</p> <p>Adapt to Challenges: Address and resolve HR-related challenges and conflicts effectively.</p> <p>Use Data and Analytics: Utilize data to make informed HR decisions and measure HR KPIs.</p> <p>Nurture Leadership: Identify and nurture leadership talent within the organization.</p> <p>Enhance Well-being: Promote employee well-being and work-life balance.</p> <p>Manage Budget: Efficiently manage the HR budget to maximize resources.</p> <p>Communicate Transparently: Maintain open communication with all stakeholders.</p>	
6. Communications and Working Relationships:	

Job holder needs to liaison with other members of the Leadership team to develop and propose initiatives to enhance efficiency. Provide support to departments during execution of projects.

7. Problem Solving, Latitude Exercised, Decision Making Authority and Responsibility:

Identifies and understand issues, problem and opportunities, develop and evaluates alternatives and solutions. Make key decisions and oversee its execution. Assume responsibility for the assigned objectives and its achievement. Decision making is as per SOPs, Policies and Procedures.

8. Additional Comments:

9. Approval:

Recommended by: _____
(Reporting Manager)

Approved by: _____
(Head of Department / GM)

I have read and understood the contents of the JD

Signed by: _____
(Current Position Holder)

Date: _____

- Responsibilities outlined in this document are neither exhaustive nor conclusive and may change as per Company needs